
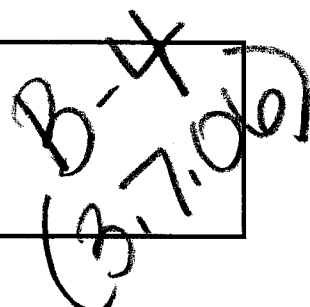


**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS  
AGENDA ITEM TRANSMITTAL**

(1) DEPARTMENT <b>Auditor-Controller</b>		(2) MEETING DATE <b>March 7, 2006</b>		(3) CONTACT/PHONE <b>M. Estrella (805) 781-5040</b>	
(4) SUBJECT <b>Submittal of a Cash procedures review of the County of San Luis Obispo Information Technology Department conducted on January 31, 2006.</b>					
(5) SUMMARY OF REQUEST <b>The results of our audit revealed all cash funds and cash receipts on hand to be in balance at the time of the count. In addition, we verified that the department is applying adequate internal controls over its cash handling functions.</b>					
(6) RECOMMENDED ACTION <b>Please review for your information. No departmental response is required.</b>					
(7) FUNDING SOURCE(S) <b>N/A</b>		(8) CURRENT YEAR COST <b>N/A</b>		(9) ANNUAL COST <b>N/A</b>	
(10) BUDGETED? <input type="checkbox"/> YES <input checked="" type="checkbox"/> N/A <input type="checkbox"/> NO					
(11) OTHER AGENCY/ADVISORY GROUP INVOLVEMENT (LIST): <b>None</b>					
(12) WILL REQUEST REQUIRE ADDITIONAL STAFF? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, How Many? _____ <input type="checkbox"/> Permanent _____ <input type="checkbox"/> Limited Term _____ <input type="checkbox"/> Contract _____ <input type="checkbox"/> Temporary Help _____					
(13) SUPERVISOR DISTRICT(S) <b>1st, 2nd, 3<sup>rd</sup>, 4th, 5th, <u>All</u></b>			(14) LOCATION MAP <input type="checkbox"/> Attached <input checked="" type="checkbox"/> N/A		
(15) AGENDA PLACEMENT <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Hearing (Time Est. _____) <input type="checkbox"/> Presentation <input type="checkbox"/> Board Business (Time Est. _____)			(16) EXECUTED DOCUMENTS <input type="checkbox"/> Resolutions (Orig + 4 copies) <input type="checkbox"/> Contracts (Orig + 4 copies) <input type="checkbox"/> Ordinances (Orig + 4 copies) <input checked="" type="checkbox"/> N/A		
(17) NEED EXTRA EXECUTED COPIES? <input type="checkbox"/> Number: _____ <input type="checkbox"/> Attached <input checked="" type="checkbox"/> N/A			(18) APPROPRIATION TRANSFER REQUIRED? <input type="checkbox"/> Submitted <input type="checkbox"/> 4/5th's Vote Required <input checked="" type="checkbox"/> N/A		

(19) ADMINISTRATIVE OFFICE REVIEW  <div style="text-align: center;"></div>	
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**County of San Luis Obispo**  
**Office of the Auditor-Controller**

Room 300 County Government Center  
San Luis Obispo, California 93408  
(805) 781-5040 FAX (805) 781-1220



**GERE W. SIBBACH, CPA**  
**Auditor-Controller**

**BILL ESTRADA**  
**Assistant**

TO: HONORABLE BOARD OF SUPERVISORS

FROM: GERE W. SIBBACH, AUDITOR-CONTROLLER *by BE*

DATE: MARCH 7, 2006

SUBJECT: CASH PROCEDURES REVIEW OF THE COUNTY INFORMATION TECHNOLOGY  
DEPARTMENT CONDUCTED ON JANUARY 31, 2006

Recommendation

Please review the report for your information. No departmental response is required.

Discussion

The results of our review revealed the cash funds to be in balance at the time of the count. In addition, we verified that the department is applying adequate internal controls over its cash handling functions.

Other Agency Involvement/Impact

None.

Financial Considerations

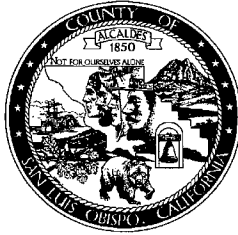
The Information Technology Department deposits an average of approximately \$132,800 per month.

Results

The Auditor-Controller's program of periodic unannounced cash counts helps maintain and improve internal controls and procedures for cash handling by County staff.

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*BE*

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**GERE W. SIBBACH, CPA**  
**Auditor-Controller**  
**BILL ESTRADA**  
**Assistant**

February 14, 2006

Janette Pell, Director  
Information Technology Department  
County of San Luis Obispo  
County Government Center, Room 400  
San Luis Obispo, CA 93408

Dear Ms. Pell:

On January 31, 2006 our office conducted a cash procedures review of the Information Technology Department's cash handling procedures.

Purpose

The purpose of our review was to determine compliance with the County Cash Handling Policy and to establish accountability of the cash on hand at the time of the count.

Scope

Our review included physically counting all cash on hand January 31, 2006, and reconciling the amount to the department's accountability figures. We examined cash receipts and compared these amounts to the corresponding receipts totals and to the subsequent deposit. Our review included an evaluation of internal controls over cash that was limited to inquiries of departmental staff and personal observations.

Finding and Recommendation

CASH FUND

The result of our examination revealed the cash funds and cash receipts on hand, in all material respects, to be in balance at the time of the count. In addition, we verified the department is applying adequate internal controls over its cash handling function.

Recommendation

None.

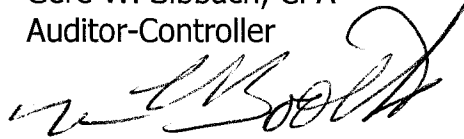
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Janette Pell, Director  
February 14, 2006  
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We appreciate the courteous attitude of your staff and the cooperation we received during the course of our review.

Sincerely,

Gere W. Sibbach, CPA  
Auditor-Controller

A handwritten signature in black ink, appearing to read "L. Booth", with a stylized flourish at the end.

Larry Booth, CPA  
Chief Internal Auditor

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